



# RENEESH RAJAN

**Nationality:** Indian **Address:** Dubai, United Arab Emirates

**Phone number:** +971-554508389

**Email address:** reneeshponnoth1@gmail.com **Visa:** Employment Visa



## Profile

- I have 8+ years of extensive experience in Strategic Sourcing, Category Management, Process Digitalization, Cost Management, Negotiation, Operational Procurement, Contracts Management, Vendor Development, Supply Chain Management and store and warehouse operations.
- In-depth knowledge in drafting/negotiating and finalizing contracts for services and material as per project requirement and as per company Standard Operating Procedure (SOPs).



## Work Experience

05/2022 – present  
Dubai,  
United Arab Emirates

### Warehouse Manager Andes Mining FZ-LLC

#### Job Responsibilities

- Maintain the warehouse stock.
- Manage labeling and organizing materials and supplies
- Documenting the location of inventory so items can be retrieved later easily
- Follow up record shipments and ensure the proper number of units is included in outgoing orders.
- Monitoring warehouse operations performance and inventory accuracy.
- Performing weekly and monthly reports for the inventory and Delivering.
- Communicate regularly with Procurement and Finance teams to assist with general queries and the stock reconciliation process.
- Ensure the accuracy of information both received and entered on physical source documentation, and inputted into system.
- Take responsibility for the security of the warehouse and stock take all necessary steps to avoid any losses of stock.
- Plan the arrangement of goods within the warehouse and organize special requirements for certain stock
- Assist with resource planning, administration (such as supplier evaluations), and general operational management issues.
- Manage the warehouse staff and evaluate their performance to achieve the sitting target.

11/2013 – 05/2022  
Dubai,  
United Arab Emirates

### Storeman & Procurement Al Futtam Colas LLC

#### Job Responsibilities

- Developing Roadmap for high spend categories, supplier performance evaluation, Strategic actions to achieve the targets.
- Development of Saving pipelines and Identifying projects to achieve the targets.
- Monitoring KPIs on monthly basis and taking management through the KPIs on monthly basis.
- Developing projects for CSR initiatives to help economically weaker people like manufacturing PPE through them.



## Work Experience

- Development of Contract strategy and action plan keeping Short term, Medium Terms and long-term approach.
- Development of new Source/Supplier for categories to get Delivery on Time (DoT), Better Price, Better Quality to meet the project targets.
- Mapping of E2E supply network for the key Categories from the different routes and Sources.
- Negotiation with vendors and preparation of cost-effective techno-commercial comparative with a better timeline.
- Responsible for running saving workshop throughout the Middle East region with a target of achieving € 1M saving wrtregion turnover.
- Managing Contracts as per the signed agreement and introducing necessary amendments as per required as per project.
- Preparing yearly Budgets estimates (B0, B1, and B2) which hedge risks like inflations, Sanctions,
- Raw material prices, Critical Material rates, etc. for helping businesses to understand the future P&L Impacts.
- Evaluate vendors in terms of financial Stability, Production Capacity, and future possible collaboration to meet the project deadlines.
- Evaluating bids for critical projects to find suitable suppliers to meet the project requirement.
- Review of contracts terms and conditions to get business favorable terms Like Credit Limit,
- Delivery schedule, Scope of work, Safety procedure for performing the jobs at Site, etc.
- Doing receiving the goods and bin location arrangements, Min-Max stock keeping and GRN, DIV, Material
- Issues, Making MR and PR and PO.
- Keep a record of sales and restock the store accordingly.
- Ensure that the store is kept clean and organized.



## Skills

### Strategic Sourcing

- Identifying and developing potential vendors for the right sourcing, achieving cost-effective purchases &
- Contracts of Engineering materials, Service contracts & Supplies as per project targets.
- Implementing systems for enhancing operational efficiency and designing strategies for local products
- to save cost, reduce lead time, and thus benefit the local economy.
- Road Map for organizing, and controlling all critical requirements to deliver the project on time.

### Project Procurement/Contracts Management/Materials Management

- Formulating and implementing the Project/Material Procurement & contracts strategy and establishing
- methods to achieve Project targets by selecting the right resource.
- Finalizing the specifications of materials, establishing quality checks & quantity limits for effective inventory control, and reducing wastages.
- Planning, organizing, and controlling all requisite activities to perform such as sourcing, techno-commercial
- evaluation, negotiation, recommendation, ordering, inspection, expediting & tracking, reporting, logistics and delivery, payment processing, etc.
- Supply Chain Professional

### Vendor Development



## Skills

- Assessing the performance of the vendors based on various criteria such as percentage for rejections, quality improvement rate, timely delivery, credit terms, etc.
- Overseeing follow-up with vendors for Engineering deliverables, timely deliveries, and quality checks & ensuring timely payments.
- Monitoring incoming materials supplied by vendors & ensuring they are as per quality & quantity specifications and assisting vendors in the production processes/systems and providing them suggestions for improving process efficiency.



## Certificates

- Diploma in Warehouse and procurement management
- Diploma in NIFE (National institute of fire engineering)
- HSE Supervisor training completed at cochin fireguard



## Education

India

**B.com**



## Languages & Computer

English



Hindi



ORION/SAP



EIP/ERP



MS-office

